BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1 AFI 31-208 17 April 1996 Security

CORRECTIONAL CUSTODY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

- 4. Building 381 is designated as the Correctional Custody Facility for Sheppard AFB. The facility is to be used exclusively for individuals receiving correctional custody.
- 5. The Sheppard AFB Correctional Custody Program is a regional program. Other installations supported by Sheppard AFB will enter into a support agreement between Sheppard AFB and that installation.
- 6. The 82d Security Police Squadron Commander is responsible for administering the Correctional Custody Program. He or she will develop a handbook that contains program details and first sergeant/commander responsibilities in the program. Individuals will not be admitted to the program if they are in pre-trial status, being processed for discharge, if the initial decision to administratively separate has been made, or if they have received confinement as a result of a court martial action.
- 8. Manning assistance will be provided by assigned, attached, and tenant units on Sheppard AFB. Manning support will also be requested from supported units at bases participating in a regional correctional custody program. Personnel selected to perform cadre duties must be highly motivated, dedicated, and mature individuals in the grade of SrA (E-4) through TSgt (E-6). Selected individuals should not have any less than a "4" Enlisted Performance Report (EPR) and should have a valid state driver's license. They will be attached to the 82d Security Police Squadron for a minimum of 60 days of temporary assigned duty (TAD). If one individual is provided by a unit, their TAD is for 60 days. If two individuals are provided to cover the 60 day period, then each is tasked for 33 days of TAD. The incoming cadre will be given three days of on-the-job training (OJT) with the outgoing cadre and the Correctional Custody Supervisor. There will be no more than two individuals assigned to cover the 60 day tasking. Female personnel in the grade A1C (E-3) through TSgt (E-6) will augment when female correctees are in the facility. Units are responsible for scheduling their personnel and providing 82d Mission Support Squadron Information Management detail scheduling with a copy of the roster.
- 9. Base staff agencies and resources will support the Correctional Custody Program as required.
- 12. Personnel admitted to the program are required to have all clothing, a completed copy of AF Form 3070, Record of Nonjudicial Punishment Procedings, and other items listed on the SAFB Form 315, Correctional Custody Mandatory Clothing Requirements, in their possession at the time of admission. Exceptions may be authorized on a case-by-case basis by the correctional custody superintendent.

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Pages: 1/Distribution: F HQ AETC/SPAX